



Rules for Court-Administered Alcohol and Drug Programs

Section 4. Definition of Terms

The following terms, when used in these rules, shall have the meanings below unless the context clearly indicates a different meaning:

"Addiction treatment services " means a broad range of planned and continuing care, treatment, and rehabilitation, including, but not limited to, counseling, psychological, medical, and social service care designed to influence the behavior of individual alcohol abusers or drug abusers, based on an individual treatment plan.

"Alcohol abuse" means use of alcohol to an extent that harms the individual or society.

"Alcohol and drug services program" means a service for persons charged with or convicted of an infraction, a misdemeanor, or, a felony and which provides substance abuse intervention, education, referral, treatment, or rehabilitation under the operation of a court or under a private contract between a court and a contractor.

"Assessment" means a process of evaluating and determining an appropriate level of intervention based on information obtained from the client in a personal interview and from other sources, which may include substance abuse screening instruments.

"Assessment staff person" means a member of the assessment staff who is working towards but has not yet obtained assessment staff status.

"Assessment staff status" means a program staff member has completed the initial requirements, as well as any continuing education requirements if applicable, as set forth in the rules, that make the staff member eligible to conduct assessments on an ongoing basis.

"Case management" means goal oriented activities that facilitate, coordinate, or monitor the full range of basic human needs, treatment, and service resources and delivery for individual alcohol and drug program clients.

"Case termination" means following the procedure for terminating a client's court imposed obligation to participate in the services of an alcohol and drug services program.

"Certification areas" means the areas of compliance with the statutes and rules that are evaluated during a certification review. They include administration, program management, clinical standards, facilities, fiscal management, and personnel management.

"Certified organization" means an applicant that has successfully applied for and has received a certification of approval from the Indiana Judicial Center.

"Client" means any person who has applied for and has received services in the program. This term does not include persons whose only contact with the program has been through telephone.

"Client intake" means the administrative process for admission to a program.

"Clinical impression" means a written summary of the observations and conclusions of the person who conducted the assessment. The clinical impression includes the result of the assessment and the evidence to support that result.

"Cognitive-based" means an approach to substance abuse education that attempts to reduce the desire to use alcohol or drugs by weakening the beliefs that promote risky use and teaching ways to modify behavior.

"Court-administered alcohol and drug service" means the same as alcohol and drug services program.

"CSAMS" means court substance abuse management specialist. It is a designation and a credential awarded to staff members of alcohol and drug services programs that meet established professional standards and testing requirements.

"Documentation" means a written record acceptable as evidence to demonstrate compliance with these rules.

"Drug" includes any controlled substance as defined in IC 35-48-1-9 and any drug as defined in IC 9-13-2-49.1.

"Drug abuse" means the use of drugs or harmful substances to an extent that harms the individual or society.

"Education, alcohol and drug" means cognitive and affective presentation of topics relevant to alcohol and drug abuse, the nature of alcohol and other drug dependence, the role of self help groups in recovery, personal support systems, and relapse prevention.

"Eligibility determination" means, in the case of an alcohol and drug services program, a procedure for determining a prospective client's eligibility for admission to the program, including a review of the prospective client's legal eligibility under IC 12-23-5-7, a review of eligibility under court-imposed rules, and recorded entries of the court's finding in each case.

"Evaluation" means a systematic process used to assess program outcomes in light of identified goals and objectives.

"Governing body" means an individual, board, or other entity that has ultimate responsibility for the management, operation and control of the program.

"Harmful substance" means any substance used by an individual to produce the effect of a controlled substance, although the substance is not classified as a controlled substance under IC 35-48 or as a drug under IC 9-13-2-49.1.

"Individual service contract" means a written contract between a client and an alcohol and drug services program, appropriate to meet the identified needs of the client, which specifies goals, activities and services required as determined through a process of assessment.

"Policy" means a statement of the principles that guide and govern the activities, procedures and operations of a program.

"Procedure" means a series of activities designed to implement program goals or policy.

"Professional staff member" means a person hired as an employee, contractor, or volunteer, to perform program management, client assessment, or case management.

"Program" means any person, firm, corporation, partnership, association, foundation, governmental unit, or agency, whether public or private, that provides or intends to provide court-administered alcohol or drug services to persons who are ordered by the court to participate in the program.

"Program director" means the administrative head or person responsible for the technical and programmatic aspects of the program. This person should provide direct supervision of the day-to-day aspects of program operation.

"Service" means the broad range of planned care, including intervention, diagnostic evaluation, referral, case management and monitoring, which may be extended to program clients and which influences the behavior of such individuals toward identified goals and objectives.

"Substance" means any drug, controlled substance, or alcohol.

"Substance abuse" means the use of alcohol or other drugs to an extent that harms the individual or society.

"Volunteer" means a person who, without direct financial remuneration, provides ongoing services to the program.